



Memphis and Shelby County Office of Planning and Development

CITY HALL 125 NORTH MID AMERICA MALL MEMPHIS, TENNESSEE 38103-2084 (901) 576-6619

APPLICATION FOR ADMINISTRATIVE DEVIATION APPROVAL (Building Elements and Floor Heights)

Date: _____

Case #: _____

PLEASE TYPE OR PRINT

Name of Development: _____

Phase/Section/
Area, etc.: _____ Lot
Number: _____

Project Street Address: _____

Shelby County Tax Parcel ID#: _____

Building or Site Use: _____ Class of Work: _____ New _____ Addition

Existing Zoning District: _____

Requested Administration Deviation: Elements (Please circle all that apply)

- **Transparency** (minimum and maximum percent) – up to 20% (see UDC Sub-section 9.21.2B(1)).
- **Blank wall area** – increase of up to 20% of the maximum permitted blank wall area. (see UDC Sub-section 9.21.2B(2)).
- **Building entrance** – reduction up to 20% of the minimum required transparency (see UDC Sub-section 9.21.2B(3)).
- **Recessed entry** – up to 25% of the maximum permitted depth (see UDC Sub-section 9.21.2B(4)).
- **Minimum floor heights:** up to a 10% reduction for any one floor. (see UDC Sub-section 9.21.2C(1))
- **The minimum ground floor elevation:** up to a 10% reduction. (see UDC Sub-section 9.21.2C(2))

Identify the physical impracticality that warrants an Administrative Deviation:

9.21.4 Administrative Deviation Criteria

To approve an administrative deviation, the Planning Director shall make an affirmative finding that all of the following criteria are met:

Provide an explanation for the following criteria:

- A. The request for an administrative deviation does not conflict with streets, sidewalks, easements or landscape requirements.**

- B. The request for an administrative deviation does not injure or damage the use, value or enjoyment of surrounding property or hinder or prevent the development of surrounding property.**

- C. The request for an administrative deviation does not have an adverse impact on land use compatibility.**

- D. The request for an administrative deviation does not materially and adversely affect adjacent land uses and the physical character of uses in the immediate vicinity of the proposed.**

- E. The request for an administrative deviation will not have an adverse impact on the urban form and/or the street-space.**

Lot Owner

Of Record: _____ Phone #: _____
Mailing _____ City/ _____ Zip _____
Address: _____ State _____ Code _____
E-Mail _____ Mobile / Pager / _____
Address: _____ Fax Phone: _____

General

Contractor: _____ Phone #: _____
Mailing _____ City/ _____ Zip _____
Address: _____ State: _____ Code: _____
E-Mail _____ Mobile / Pager / _____
Address: _____ Fax Phone: _____

Surveyor: _____ Phone #: _____
Mailing _____ City/ _____ Zip _____
Address: _____ State _____ Code: _____
E-Mail _____ Mobile / Pager / _____
Address: _____ Fax Phone: _____

Engineer: _____ Phone #: _____
Mailing _____ City/ _____ Zip _____
Address: _____ State _____ Code: _____
E-Mail _____ Mobile / Pager / _____
Address: _____ Fax Phone: _____

I (we) _____, hereby make application for an Administrative Deviation as permitted by Article 9, Chapter 9.21 of the Memphis & Shelby County Unified Development Code. I (we), accept responsibility for any errors or omissions which may result in any delay of the encroachment being reviewed by the Memphis & Shelby County Office of Planning & Development. I (We), owner(s) of the above described property hereby authorize the filing of this application and the above named persons to act on my behalf.

Signature of Legal Owner of Record

Date

***ALL APPLICATIONS MUST BE SUBMITTED IN PERSON AND
THE SUBMITTER MUST RECEIVE A RECEIPT OF
ACCEPTANCE FROM STAFF**

**GUIDE FOR SUBMITTING
ADMINISTRATIVE DEVIATION APPLICATION**

- A **THE APPLICATION:**
Submit one copy of the Administrative Deviation application (this form). All applicable items shall be completed and legibly printed or type-written.
- B **FILING FEE:**
A non-refundable check or money order in the amount of \$100.00 payable to the M/SC Office of Planning and Development.
- C **SITE PLAN:**
One copy of a site plan of the subject property, on 8 ½ x 11 inches sheets, drawn to an engineering scale, showing property boundary lines and dimensions, existing utilities and easements, roadways, rail lines and public rights-of-way, crossing and adjacent to the subject property; the proposed height, dimensions and arrangements of buildings on the property; the type and location of landscaping proposed; the location of points of ingress to and egress (driveways), parking lots and loading areas on the site; and any proposed substantial regarding of the site and any significant topographical or physical features of the site including water courses or ponds. If the site plan is a recordable plat, sufficient space (3"x 2" rectangle area) shall be left on the plat to allow for an Administrative Deviation Certificate.
- D **ELEVATION DRAWINGS:**
One copy of the front, side, and/or rear elevations, as applicable of the existing and/or proposed structure(s), drawn to scale, on 8 ½ x 11 inches sheets, showing building(s) or structure(s) height(s). If the application consists of an existing building/structure and the applicant does not propose any exterior changes, then photographs may be furnished as follows: one copy showing building front and side elevations. Photographs should be 8 ½ x 11, or mounted on 8 ½ x 11 inches sheets (Please Note: The requirements for an elevation drawing may be waived by the Planning Director.)
- E **OWNERS CERTIFICATE:**
A signed, notarized owner's certificate is required to be submitted on a separate 8 ½ x 11 sheet with the application. (See example above)
- F **COMPACT DISC:**
A compact disc with all submitted application documents, saved and named separately in PDF format, and any proposed conditions, saved in WORD format. In lieu of submitting a compact disc, the application documents may be sent via electronic mail in PDF/WORD format to any planner in the Land Use Controls section (see OPD website).